



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Regional Education Services Division State Office Building Atlanta, Georgia 30334	Application Number <b>81-281</b>	
Application Number		Date Received <b>APR 22 1981</b>	Date Completed <b>MAY 1 1981</b>
2. Person to Contact Walker L. Baumgardner		Working Title Records Management Officer Department of Education	Telephone Number 656-2435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1974      Present		5. Records Series Title (followed by title used in office, if different)  TRAVEL EXPENSE STATEMENT	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  Sixteen (16) CESAs operate State-wide under the Adequate Program for Education Act in Georgia (Georgia Code 32-628a): Each CESA, covering multiple counties, is responsible for providing coordination and consultative services to local school systems in curriculum development, special education, pupil personnel, staff development, and career and vocational education; also, each CESA provides technical assistance of shared educational services and personnel among local school systems to improve effectiveness of educational services, benefits and opportunities to students and to improve effectiveness of educational programs of member systems.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:  Payment for expenses incurred in authorized travel  Included are:  Monthly Travel Statements Supporting expense receipts as required by State Travel Regulations          File is arranged:      Alphabetical by individual by month			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>Frequently</u> ; Seven to twelve months old <u>Seldom</u> ; Thirteen to twenty-four months old <u>Audit period</u> twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | 2 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Title 45 Federal Regulations  
Part 74.22 Administration of Grants

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,  
or until audit whichever is later.

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then

☒ Transfer to local holding area; hold 2 \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Coordination: \_\_\_\_\_

M. E. Aiken, Jr.

Director, Regional Education Services Division

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>David A. Lariscy</i>	4/21/81	<i>John F. Dunn</i>	4-21-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-1-81
		Secretary of State/Designee	4-28-81
		Attorney General/Designee	5-1-81